

DEPARTMENT OF GENERAL SERVICE  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO.

564

PAGE  
NO.

1

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

Comptroller

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item  
No.

Description and Retention

1

Auditing Office

Size: Varied  
Quantity: 1,978 cu. ft.  
File Arrangement: Chronological and alphabetical  
Audit Requirements: Federal, State and Internal

The files include:

1. Payroll Ledger Books
2. U. S. Savings Bonds Records
3. Cancelled Payroll Checks
4. Cashier Correction Vouchers
5. Cashier's NCR and Audit Tapes
6. Payroll Reconciliation Records
7. WF #2 Records and Cancelled Checks
8. Cashier Check-out Sheets
9. Swimming Pool and ID Cards
10. UM Cash Receipt Books

RECOMMENDATION:

- A. ITEMS 1 and 2, RETAIN PERMANENTLY.
- B. ITEMS 3 thru 10, RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

*[Signature]*  
Title

*[Signature]*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/26/72  
Date

*[Signature]*  
Archivist

July 5, 1972  
Date

*[Signature]*  
Secretary

UNIVERSITY OF MARYLAND  
Comptroller's Office

Item	Description and Retention
2	<p><u>Budget Office</u></p> <p>Size: Varied Quantity: 108 cu. ft. File Arrangement: Chronological and accounting sequence Audit Requirements: Federal, State and Internal</p> <p>The Budget Files Include:</p> <ol style="list-style-type: none"> <li>1. Budget Amendments</li> <li>2. Budget Office Working Papers</li> <li>3. Budget Request Sheets</li> <li>4. New Account Notices</li> </ol> <p>RECOMMENDATION:</p> <p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>
3	<p><u>Business Operations</u></p> <p>Size: Varied Quantity: 17 cu. ft. File Arrangement: Chronological and alphabetical Audit Requirements: State and Internal</p> <p>This file includes cancelled Working Fund and Special Deposit Fund Checks.</p> <p>RECOMMENDATION:</p> <p>RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>
4	<p><u>Business Services</u></p> <p>Size: Varied Quantity: 3,712 cu. ft. File Arrangement: Chronological, numerical and alphabetical Audit Requirements: State and Internal</p> <p>The files include:</p> <ol style="list-style-type: none"> <li>1. Motor Vehicle Titles</li> <li>2. Cash Receipt Ledgers</li> <li>3. Central Collection Ledgers</li> <li>4. Mail Remittance Lists</li> <li>5. Student Accounts, Bills, etc.</li> <li>6. Subsidiary Student Accounts, etc.</li> <li>7. Cash Register Reports &amp; Tapes - Auxiliary Enterprises</li> <li>8. Central Collections Numerical Files</li> </ol> <p>RECOMMENDATION:</p> <ol style="list-style-type: none"> <li>A. Item 1, RETAIN PERMANENTLY</li> <li>B. Items 2 thru 8, RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</li> </ol>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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**5 Central Accounting**

Size: Varied  
Quantity: 1,600 cu. ft.  
File Arrangement: Chronological, numerical, alphabetical, and accounting sequence  
Audit Requirements: Federal, State and Internal

The files include:

1. All Plant Records
2. Annual Financial Reports
3. Annual Working Budgets
4. Employees' Earning Records
5. Ledgers, (Including Current, Endowment & Plant Ledgers)
6. Report to U.S. Office of Education and Work Papers
7. Annual Trial Balances
8. Cash Disbursement Distributions
9. Cash Reports
10. Inventory Section Working Papers
11. Journal Vouchers
12. Payroll Certification Cards
13. Payroll Deduction File Copies
14. Payroll Journals
15. State Treasurer's Payment Warrants
16. BB-1 Reports
17. Equipment Inventory Tabulations
18. State Treasurer's Receipt Warrants

**RECOMMENDATIONS:**

A. Items 1 thru 6, RETAIN PERMANENTLY

B. Items 7 thru 18, RETAIN THREE YEARS AND UNTIL ALL AUDIT

REQUIREMENTS ARE MET, THEN DESTROY

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item  
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Description and Retention

6 Comptroller C. P.

Size: Varied  
Quantity: 1,800 cu. ft.  
File Arrangement: Chronological, numerical and alphabetical  
Audit Requirements: Federal, State and Internal

This file includes:

1. Alpha Vendor File - Vouchers
2. Cash Receipts
3. Disbursements Vouchers (Transmittal Lists)
4. Enrollment Deposit Cards
5. Room Deposit Cards
6. Certificates of Deposit
7. Distribution of Charges

RECOMMENDATION:

RETAIN THREE YEARS AND UNTIL ALL AUDIT REQUIREMENTS  
ARE MET, THEN DESTROY